

Human Resource Management System

Workday Job Aid Employee (ESS) Self-Service Overview



This Job Aid serves as a reference guide for employee self-service functions.

- Employees
- People Managers
- Human Resources

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1. Overview of Employee Self-Service

This document serves as a resource to navigate through Workday as a Suffolk County employee. Use this document as a guide for finding how to access and complete common tasks that employees may be required to do within Workday.

Please be advised this document does not explain the steps to complete certain self-service processes, however, it references the job aids and lessons within which you may find the necessary steps to complete the desired task.

If you need additional assistance in performing a certain function, please contact us at HRMShelpline@suffolkcountyny.gov.



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2. How to use Workday

Workday is a cloud-based software offering human resources and financial management solutions. Suffolk County is implementing Workday's human resource module, which supports functions such as human resource management, employee benefits, talent management, recruitment, payroll solutions, time tracking, workforce planning, analytics, and learning.

Within this section, use the following links to Suffolk County Job Aids:

[Job Aid Workday Overview](#)

[Job Aid - Workday Getting Started](#)

- 1. What do all the areas on the Workday Home page do?**
See Job Aid – [Workday Overview](#)
Lesson 2 Overview for Employees
- 2. What do all the Workday terms mean?**
See Job Aid – [Workday Getting Started](#)
Lesson 11 Key Terminology
- 3. What are Workday applications and what does each application do?**
See Job Aid – [Workday Overview](#)
Lesson 2 Overview for Employees
- 4. How do I add Workday applications to my Workday Home page?**
See Job Aid – [Workday Getting Started](#)
Lesson 8 Adding Applications to Home Page
- 5. What are Workday notifications?**
See Job Aid – [Workday Getting Started](#)
Lesson 3 Notifications, Lesson 9 Using your Inbox



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6. **How do I navigate the Workday Home page?**
See Job Aid – [Workday Getting Started](#)
Lesson 3 Notifications
7. **How do I use the Workday website? What do all the various symbols/icons mean?**
See Job Aid – [Workday Getting Started](#)
Lesson 4 Basic Navigation
8. **How do I use the search bar?**
See Job Aid – [Workday Getting Started](#)
Lesson 6 Using the Search Bar
9. **What does my Workday inbox do?**
See Job Aid – [Workday Getting Started](#)
Lesson 9 Using Your Inbox
10. **What is a business process?**
See Job Aid – [Workday Getting Started](#)
Lesson 10 Business Processes



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3. Changing my Personal Information

Within this section, use the following link to the Suffolk County Job Aid:

[Job Aid View/Change Personal Information](#)

1. How do I view my Workday profile?

See Job Aid – [View-Change Personal Information](#)
Lesson 2 View Profile

2. How do I change my contact information?

See Job Aid – [View-Change Personal Information](#)
Lesson 3 Change Contact Information

3. How do I change my emergency contact information?

See Job Aid – [View-Change Personal Information](#)
Lesson 4 Change Emergency Contact Information

4. How do I change my legal name?

See Job Aid – [View-Change Personal Information](#)
Lesson 5 Change Legal Name

5. How do I change/edit ID information?

See Job Aid – [View-Change Personal Information](#)
Lesson 9 Edit ID Information

6. How do I upload documents?

See Job Aid – [View-Change Personal Information](#)
Lesson 8 Upload Worker Documents

7. How do I change my employee photo?

See Job Aid – [View-Change Personal Information](#)
Lesson 10 Photo Change



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4. Changing/Viewing Compensation Information

Within this section, use the following link to the Suffolk County Job Aid:

[Job Aid View/Change personal Information](#)

- 1. How do I set up/edit my direct deposit?**
See Job Aid – [View-Change Personal Information](#)
Lesson 12 Set up/Edit Direct Deposit
- 2. How do I updating my tax withholdings?**
See Job Aid – [View-Change Personal Information](#)
Lesson 13 View/Edit/Print Tax information
- 3. How do I view my payslips?**
See Job Aid – [View-Change Personal Information](#)
Lesson 14 Check Pay Statements
- 4. How do I view my annual tax documents?**
See Job Aid – [View-Change Personal Information](#)
Lesson 15 Access Year-End Tax Documents



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5. Submitting Time

Within this section, use the following links to Suffolk County Job Aids:

[Job Aid - Time Entry](#)

1. What is the process of time entry?

See Job Aid – [Time Entry](#)

Lesson 1 Time Entry Overview

2. How do I enter/submit my time each week?

See Job Aid – [Time Entry](#)

Lesson 2 Enter and Edit Time

3. When must I submit my time each week?

See Job Aid – [Time Entry](#)

Lesson 4 Time Entry Submission & Approval Schedules



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6. Requesting Time Off/Leaves of Absence

Within this section, use the following links to Suffolk County Job Aids:

[Job Aid - Time Off](#)

[Job Aid - Leave](#)

1. How can I view my time off requests and whether they have been approved?

See Job Aid – [Time Off](#)

Lesson 2 View Time Off

2. How can I view my time off balances?

See Job Aid – [Time Off](#)

Lesson 5 View Time Off Balances

3. How do I request/correct/cancel time off?

See Job Aid – [Time Off](#)

Lesson 3 Request, Correct, Cancel Time Off

4. What is the process of requesting approval for overtime?

See Job Aid – [Time Off](#)

Lesson 3 Request, Correct, Cancel Time Off

5. What is the difference between time off and a leave of absence?

See Job Aid – [Leave](#)

Lesson 1 Leave Overview

6. How do I request a leave of absence?

See Job Aid – [Leave](#)

Lesson 2 Request Leave of Absence- Employees



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7. Can I cancel or change my leave of absence request?

See Job Aid – [Leave](#)

Lesson 5 Manage Leave of Absence- Employees

8. I came back to work earlier/later than my leave of absence states in Workday. What do I do?

See Job Aid – [Leave](#)

Lesson 7 Request Return from Leave of Absence- Employees



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7. Viewing/Changing Health Benefits

Within this section, use the following link to the Suffolk County Job Aid:

[Job Aid - Benefits](#)

1. How do I view my current health benefits?

See Job Aid - [Benefits](#)

Lesson 2 View Current Elections

2. How can I add dependents to my health benefits?

See Job Aid - [Benefits](#)

Lesson 3 View/Add Dependents

3. How do I change my health benefit elections?

See Job Aid - [Benefits](#)

Lesson 5 Change Benefits

4. How do I make a health benefits election during open enrollment?

See Job Aid - [Benefits](#)

Lesson 12 Make Open Enrollment Elections (Emps)

5. What documents do I need when I change my health benefit elections?

See Job Aid - [Benefits](#)

Lesson 5 Change Benefits

6. How can I access my 1095-C health insurance coverage document?

See Job Aid - [Benefits](#)

Lesson 9 View ACA Forms, Lesson 10 View 1095 Printing Election



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8. Talent

Within this section, use the following link to the Suffolk County Job Aid:

[Job Aid Manage Talent](#)

[Job Aid - Manage Goals](#)

[Job Aid - Performance](#)

1. What does Talent look like in Workday?

See Job Aid - [Manage Talent](#)

Lesson 1 Talent & Talent Overview

2. What is a talent review? What do I need to do to complete a talent review?

See Job Aid - [Manage Talent](#)

Lesson 3 Update Profile: Talent Review (Employees)

3. What is a talent statement? What do I need to do to update a talent statement?

See Job Aid - [Manage Talent](#)

Lesson 5 Update Talent Statement

4. How can I update my Workday Profile to update my professional changes? (Professional Affiliations, Skills, Education, External Job History, Internal Projects, Work Experience, Languages, Certifications, Training, Awards)

See Job Aid - [Manage Talent](#)

Lesson 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

5. How can I request/provide feedback regarding other employees?

See Job Aid - [Manage Talent](#)

Lesson 16 Request/Provide Feedback



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6. How can I add goals to an employee?

See Job Aid – [Manage Goals](#)
Lesson 2 Add Goals (Employee)

7. What is a check-in?

See Job Aid – [Manage Goals](#)
Lesson 3 Check-ins

8. What are development items?

See Job Aid – [Manage Goals](#)
Lesson 4 Development Items

9. What is a performance review?

See Job Aid – [Performance](#)
Lesson 1 Performance Review Overview (Annual Process)

10. What is my involvement in the performance review process?

See Job Aid – [Performance](#)
Lesson 5 Provide Employee Review Comments (Employee)

11. What is my involvement in disciplinary action within Workday?

See Job Aid – [Performance](#)
Lesson 7 Disciplinary Action

12. What is my involvement in a performance improvement plan?

See Job Aid – [Performance](#)
Lesson 8 Performance Improvement Plans



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9. Learning in Workday

Within this section, use the following links to Suffolk County Job Aids:

[Job Aid - Learning Overview](#)

[Job Aid - Using Learning](#)

1. What is Workday Learning/what is its purpose?

See Job Aid – [Learning Overview](#)

Lesson 1 Learning Overview for Employees, Lesson 10 Personalizing Learnings

2. What does the learning terminology mean?

See Job Aid – [Learning Overview](#)

Lesson 4 Learning Content Structure and Terminology

3. What does a learning course look like?

See Job Aid – [Learning Overview](#)

Lesson 4 Learning Content Structure and Terminology

4. How do I browse different learning courses?

See Job Aid – [Using Learning](#)

Lesson 1 View Courses

5. How do I enroll in a course?

See Job Aid – [Using Learning](#)

Lesson 2 Enroll in Course

6. How do I drop my enrollment from a course?

See Job Aid – [Using Learning](#)

Lesson 4 Drop Course



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10. Workday Mobile

Within this section, use the following link to the Suffolk County Job Aids:

[Job Aid - Workday Mobile](#)

1. What is Workday Mobile?

See Job Aid – [Workday Mobile](#)

Lesson 1 Introduction, Lesson 4 Overview of Web App

2. How do I download Workday mobile onto my android phone/IOS device?

See Job Aid – [Workday Mobile](#)

Lesson 2 Download Mobile App

3. How do I set up the Workday mobile app on my android phone/IOS device?

See Job Aid – [Workday Mobile](#)

Lesson 3 Initial Set-up



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11. Workday Assistant

Within this section, use the following link to the Suffolk County Job Aid:

[Job Aid - Workday Assistant](#)

1. What is Workday Assistant?

See Job Aid – [Workday Assistant](#)
Lesson 1 Introduction

2. How do I use Workday Assistant?

See Job Aid – [Workday Assistant](#)
Lesson 2 Using Workday Assistant

3. What are some things I can ask Workday Assistant?

See Job Aid – [Workday Assistant](#)
Lesson 3 Functions of Workday Assistant



